



Woodrush High School

An Academy for Students Aged 11-18



Parent and Student Examinations Handbook

2024/2025

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Introduction

Public examinations are stressful for both students and parent(s)/guardian(s)/carer(s) so it is important that all those involved are as well informed as possible. Well-informed students will realise that the rules and regulations are designed to ensure fairness and minimise disturbance.

This handbook is intended to inform you about the examination processes and procedures followed here at Woodrush High School. **Please read it carefully and share it with your son/daughter so that they are also aware of the examination procedures and regulations.**

The Awarding Bodies (sometimes referred to as Exam Boards) set down strict criteria for the conduct of examinations which must be followed precisely. **Students should therefore pay particular attention to the JCQ Notices at the end of this booklet (Appendix 4). Failure to do so could result in disqualification from some or all examinations.**

If there is anything that you do not understand, please ask. If you have any queries or need help or advice at any time before, during or after the examinations, please contact the Examinations Officer.

Awarding Bodies

The Awarding Bodies used at Woodrush High School are:

AQA	www.aqa.org.uk
Edexcel (Pearson)	www.edexcel.com
OCR	www.ocr.org.uk
WJEC	www.wjec.co.uk

Awarding Bodies publish timetables and key dates well in advance of any examination series as well as other information, such as subject specifications and practice papers. Care should be taken to check whether dates are provisional or final and that you are referring to the correct specification ([see Appendix 1](#)).

Entry Procedures and Fees

Entries for exams are made by the Examinations Officer following discussions between the Subject Teachers, Heads of Departments, students and parent(s)/guardians(s)/carer(s).

There may be times, where exam fees will be charged to parent(s)/guardians(s)/carer(s), e.g. additional language exams. Costs vary between Awarding Bodies but are, typically, between £50 and £100 per subject. Any additional costs may also be passed on to families. Entries for these subjects are at the discretion of the school.

If entries are made after 21st February the Awarding Bodies charge penalty fees. These can be as much as 3x the original entry fee and will be passed on to parent(s)/guardians(s)/carer(s) when appropriate.

Non-attendance to an exam without prior notice been given to a member of the Senior Leadership team, may result in exam fees being passed onto parent(s)/guardians(s)/carer(s).



Access Arrangements

Access Arrangements allow learners with specific needs, e.g.: special educational needs, disabilities and injuries to: access the assessment and show what they know and can do without changing the demands of the assessment. .

- Access Arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010 to make 'reasonable adjustments' for any candidate who would be at substantial disadvantage in comparison to someone who is not disabled.
- The Equality Act 2010 definition of disability means 'limitations going beyond the normal differences in ability which may exist among people'. Therefore, a candidate with a disability or difficulty, which has a substantial and long-term effect on performance in examinations, may qualify for access arrangements.
- Thus, Access Arrangements are reasonable adjustments that are put in place to ensure that all students are given a fair opportunity to demonstrate their knowledge and skills in examinations, without being disadvantaged by any learning, physical, sensory or psychological difficulty they may experience, without creating any unfair advantage, or compromising the integrity of an assessment.
- Access Arrangements may vary between subjects because different subjects and methods of assessments may have different demands. An adjustment may not be considered reasonable if it affects the integrity of the assessment, or involves unreasonable costs or timeframes.
- Access Arrangements are agreed before an assessment, and must reflect a student's 'normal way of working'.

If the SENCO feels that there is justification for an Access Arrangement an application will be made to the relevant Awarding Body and parent(s)/guardians(s)/carer(s) will be notified if the arrangement is granted.

The Examination Year

Year 11

MONTH	ACTION
January	Yr 11 Timetables to be issued for Mock Exams
February	Yr11 Mock Exams W/C 3 RD February 2025 Year 11 English Language paper 1 10 th March and paper 2 12 th March 2025 21 st ABs entry deadline for summer exams – higher rate fees payable from this date Students' personal summer timetables issued
April/May	Students' final personal timetables issued (with exam room and seat numbers) GCSE Practical Examinations will be given out early April before the Easter Break
May	GCSE Written Examinations begin and continue to end of June
August	KS4 Results published – 21 ST August from 08:30am
September	Internal deadline for Review of Results (GCSE)*
Nov/Dec	GCSE Certificates available for collection

**2025 date to be advised*

Year 13

MONTH	ACTION
January	Y13 Mock Exams (1)
February/March	Year 13 Mock Exams (2) W/C 3 RD February 2025 21 st February = ABs entry deadline for summer exams – higher rate fees payable from this date Students' provisional personal timetables issued
April/May	Students' final personal timetables issued (with exam room and seat numbers) These will be given out before Easter Break
May	GCE Written Examinations begin and continue to end of June
August	Results published – 14 th August and collection from 08:30am <i>Deadline for ABs to receive ROR Priority Service requests*</i>
September	Internal deadline for Enquiries About Results (GCE)*
Nov/Dec	GCE Certificates available for collection

**2025 date to be advised*



Internal Assessment – On going throughout the Year

Some units/components are internally assessed. If a student feels that marking procedures have not been correctly followed they may appeal against the marking/assessment process (see Appendix 2).

Timetables

Towards the end of December students will receive an individual timetable showing details of the date, time and duration of their written examinations. It must be checked carefully and, **if you think something is wrong, contact the Examinations Officer immediately.**

Shortly before the start of the exam season, a second copy of the individual timetable will be issued. This will include the location and seat number for each exam.

Some students may have a clash where two exams are timetabled at the same time. If this is the case, it is likely that they will sit one exam and then the other exam immediately afterwards – remaining under exam conditions between them. For a few students this may not be possible because the length of the combined exams exceeds three hours. If this is the case, the Examinations Officer will contact them personally. If your son/daughter thinks that there is a clash on their timetable that has not been resolved, please ask them to see the Examinations Officer immediately.

If an exam is to be taken either earlier or later than the scheduled time, the student will need to stay under supervision. An invigilator will remain in the same room with them at all times and they must not be in possession of any unauthorised material e.g. electronic communication/storage device or have access to the internet.

Preparing for Exams

Examination Regulations

Some of the JCQ Notices are included in Appendix 4 at the end of this booklet, along with a link guiding you to further rules and regulations. Students must read these carefully and note that breaking any of the rules or regulations could lead to disqualification from all subjects. Woodrush High School has a duty to report any breach of regulations to the Awarding Body concerned.

Exam Equipment/Stationery

Examination regulations are very strict regarding items that may be taken into the examination room.

If students break these rules it could result in disqualification. Pockets must be completely empty and desks clear of everything except the equipment the student requires for the exam.

All stationery and equipment must be visible to the invigilator at all times so a transparent pencil case or clear plastic container, clear of writing or motifs should be used. All writing must be in black ink.

Students must not use:

- correcting pens, fluid or tape;
- erasable pens;
- highlighter pens (although they may be used to highlight questions, words or phrases within the question paper. A highlighter pen may also be used to highlight extracts in any resource material provided);
- gel pens in their answers;
- blotting paper



Using Calculators

Candidates may use a calculator in an examination unless prohibited by the Awarding Body's specification. Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the Awarding Bodies' regulations.

The instructions set out in this section apply to all examinations unless stated otherwise in an awarding body's specification.

<p>Calculators must be:</p> <ul style="list-style-type: none"> • of a size suitable for use on the desk; • either battery or solar powered; • free of lids, cases and covers which have printed instructions or formulas 	<p>Calculators must not:</p> <ul style="list-style-type: none"> • be designed or adapted to offer any of these facilities: - <ul style="list-style-type: none"> ○ language translators; ○ symbolic algebra manipulation; ○ symbolic differentiation or integration; ○ communication with other machines or the internet; • be borrowed from another candidate during an examination for any reason;* • have retrievable information stored in them - this includes databanks; dictionaries; mathematical formulas; text
<p>The candidate is responsible for the following:</p> <ul style="list-style-type: none"> • the calculator's power supply; • the calculator's working condition; • clearing anything stored in the calculator 	

Advice:* An invigilator may give a candidate a replacement calculator.

JCQ © Instructions for conducting examinations

Where calculators have an 'exam mode', this must be activated for the duration of the exam.

FAQs – using calculators, can be found on the school website under students/examinations.

Dictionaries

Electronic dictionaries **WILL NOT** be permitted in the examination room. If a student has an arrangement which permits the use of a bilingual translation dictionary, a paper copy may be used. It must not be written in or marked in any way. A clean copy must be provided by the student and given to the Examinations Officer before the start of the exam season. Dictionaries must not be removed from the exam room. A bilingual translation dictionary must not contain pictures, or provide an explanation of the word.

Food and Drink

No food (including sweets and chewing gum) is allowed in the exam room (with the exception of students with a medical condition - please see the Examinations Officer).

Bottled water in sports cap bottles may be taken in to the exam room. Bottles must be clear plastic and free of any labels/writing/motifs. No other drinks are permitted.



The Exam Day

Starting Times

- Morning examinations start at 09:00; most afternoon examinations start at 13:45.
- Students are responsible for checking their own timetable and arriving at the exam room on the correct date before the scheduled start time
- Students must wear correct school uniform
- Students must arrive outside the exam room at least 10 minutes before the scheduled starting time
- **Bags, coats, watches, electronic equipment, notes and paper of any kind are not permitted to be on the student and must be put away in a separate area in the exam room. Pockets must be completely empty.**
- Students must wait quietly and enter the exam room only when instructed to do so

Late arrival for an exam

- If students are delayed on the way to school and are likely to be late for an examination, they should contact the school as soon as possible: **01564 823 777**
- If students have not arrived by the scheduled start time of an exam someone from school will try to contact them.
- If students arrive after the start time of their exam they must report to Main Reception. The Receptionist will contact the Examinations Officer who will escort them to the exam room
- If students arrive after 10:00 for a morning exam or after 14:30 for an afternoon exam they will be considered as “very late”. They will be allowed to complete the exam but the Awarding Body may not accept their paper for marking.

Identification

Where a candidate is wearing religious clothing such as a veil/head scarf, the candidate may be approached by a member of staff of the same gender and taken to a private room where the candidate would be asked to remove the religious clothing for identification purposes. This may also happen if it is thought necessary to check for an ear piece etc.

In the Examination Room

- Students must be silent and not attempt to communicate with or distract other candidates from the moment they enter the room.
- Students who are under supervision because of a timetable clash, must not communicate with any other candidates
- **Any type of watch, potential technological/web enabled sources of information such as mobile phones/ Watches or smart headphones (or similar items) MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM.** If an unauthorised item is found in a student’s possession during an examination (even if it is turned off) it will be taken from them and a report made to the appropriate Awarding Body



At the start of the examination

- The student's name and candidate number will be on the seating plan outside the exam room and a card showing this information will be on their desk
- Students must listen carefully to all instructions and notices read out by the invigilator – there may be amendments to the exam paper that they need to know about
- **Students are responsible for checking that they have the correct exam paper – they must check the date, subject, unit and tier. If they have any concerns, they must put up their hand and wait for an invigilator to come to them. THEY MUST NOT OPEN THE PAPER OR WRITE ON THE PAPER UNTIL INSTRUCTED TO DO SO.**
- Students are required to write their legal forename and surname on each exam paper – a nickname or abbreviated form of their name must not be used.

During the examination

- If students require additional paper they must raise their hand and wait for an invigilator to come to them
- All rough work must be done on official exam stationery. It should be neatly crossed through but not obliterated
- If students have a query or problem, they should raise their hand and wait for an invigilator to come to them. **Invigilators cannot discuss the examination paper or explain the questions**
- Students must sit looking towards the front at all times
- Students must read all instructions carefully and number their answers clearly
- Students should answer questions in the designated spaces
- Students are responsible for producing legible handwriting
- Students should use their time sensibly. There will be a clock in the exam room and a notice showing the start and end time of the exam
- Students must stay in the exam room for the duration of the examination. Students who complete their paper early and have checked their work must sit in silence and on no account disturb other candidates
- Toilet breaks will not be permitted in exams lasting less than 90 minutes and last 15 minutes of the exam, unless a student has a medical card.
- Students **MUST NOT** draw graffiti or write comments on their examination papers – the Awarding Body may refuse to accept the paper if they do
- If the fire alarm sounds during an examination the invigilator(s) will tell students what to do. If the exam room has to be evacuated students will be instructed to leave everything on their desk, close their paper and to exit in silence. Students must not attempt to communicate with anyone else during the evacuation. When they return to the exam room, they must not start writing until the invigilator tells them to. They will be allowed the full working time for the examination and a Special Consideration report will be sent to the Awarding Body detailing the incident.



At the end of the examination

- At the end of the examination all work must be handed in – students must remember to cross out any rough work and make sure all questions are numbered correctly. If they have used a continuation booklet this must be placed inside their answer book. They must ensure that they have written their name and exam details on the continuation paper
- An invigilator will collect their exam papers before students leave the room. Silence must be maintained during this time
- Students must remain seated in silence until told to leave the exam room. They must leave the room in silence in an organised manner and show consideration for other candidates who may still be working. They must not talk until they are well away from the exam room.

Absence from an examination

If students experience any difficulties during the examination period (e.g. illness, injury, or personal problems) please inform the school at the earliest possible opportunity so that we can help or advise you.

Special Consideration

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration can only seek to go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the candidate. There will be situations where candidates should not be entered for an examination. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination.

All examinations are measuring what a candidate knows and can do. **The overall grades awarded must reflect the level of attainment demonstrated in the examination(s).** The grades awarded do not necessarily reflect the candidate's true level of ability if attainment has been considerably affected over a long period of time.

Where long term circumstances have prevented the candidate from reaching the competence standards it may not be possible to make an adjustment.

There is also a minimum amount of assessment the student must have completed before Special Consideration can be applied for. The allowance for Special Consideration is from 0% (consideration given but addition of marks considered inappropriate) to 5% (reserved for exceptional cases). Please be aware that any adjustment is likely to be small and that no feedback is ever provided by the Awarding Bodies. Candidates will only be eligible for Special Consideration if they have been fully prepared and have covered the whole course but performance in the examination or in the production of coursework is affected by adverse circumstances beyond their control. Examples of such circumstances: illness, accident or injury, bereavement, domestic crisis. Exams anxiety alone is not classed as a case for Special Consideration.



The Examinations Officer must be informed immediately so that the necessary paperwork can be completed. Supporting evidence may be required.

After the Examinations

Notification of results

- **GCE results for Y13** will be available for collection from the school between 08:30 and 11:30 on Thursday 14th August 2023.
- **GCSE results for Y11** will be available for collection from the school between 08:30 and 11:30 on Thursday 21st August 2023.

Members of staff will be on hand to provide support and guidance to students who require it.

If students wish another person to collect their results on their behalf, they must give written permission to exams office before the end of the term. The person collecting the results will need to bring a form of ID with them. Students can also provide a stamped addressed envelope if they are unable to collect their results in person.

Results will not be given out over the phone under any circumstances

Post- Results Services (see Appendix 3)

Reviews of Results

All Reviews of Results (RoRs) should first be discussed with the relevant Head of Department and/or subject teacher who will advise on the viability of such a request.

If a student decides to proceed with the Enquiry, they should complete, sign and return the **Post-results services: consent and payment form** together with a cheque made payable to Woodrush High School or cash (forms and information about fees and deadlines will be included in their results envelope).

Return of Scripts

Students may request their scripts (subject to conditions). Information about this and possible cost will be included in their results envelope.

Certificates

Certificates for the Summer series examinations will be received in school in November/December. Leavers will be invited to come in and collect their certificates – they will be notified of the date nearer the time.

Leavers not able to collect their certificates themselves must provide written permission (hard copy) for a third party to collect them on their behalf.

Certificates are important documents. Most educational institutions and potential employers will ask to see original certificates. Leavers who lose or fail to collect their certificates will need to obtain duplicates from the relevant Awarding Body – the current charge is in the region of £50 per certificate.



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Regulations state that schools only need to retain certificates for 12 months.



APPENDIX 1

Qualifications Offered - KS4

AWARDING BODY	LEVEL	CODE	SUBJECT
AQA	GCSE	8700	English Language
AQA	GCSE	8702	English Literature
Pearson	GCSE	1MA1	Mathematics
OCR	GCSE	J250	Combined Science
OCR	GCSE	J247	Separate Science- Biology
OCR	GCSE	J248	Separate Science- Chemistry
OCR	GCSE	J249	Separate Science- Physics
Pearson	ELC	NMAO	Mathematics Entry Level Certificate
Pearson	Level 3	AAL30	Algebra
OCR	GCSE	J411	History
AQA	GCSE	8035	Geography
AQA	GCSE	8192	Sociology
WJEC	GCSE	603/7022	Hospitality and Catering
WJEC	GCSE	601/8093	Food preparation and Nutrition
WJEC	GCSE	603/1121	Design and Technology (Product Design)
WJEC	GCSE	601/8087	Art and Design (Graphics)
WJEC	GCSE	601/8087	Art and Design (Textiles)
WJEC	GCSE	601/8087	Art and Design (Photography)
AQA	GCSE	8698	Spanish
AQA	GCSE	8673	Mandarin
AQA	GCSE	8582	Physical Education



Pearson	BTEC	603/7068	Btec Tech Award Level 1 and 2 in Sport
OCR	CAM TECH	R035	Health and Social Care (GCSE)
OCR	GCSE	J277	Computer Science
Pearson	BTEC	603/7050	BTEC Tech Award in Digital Information Technology
Pearson	GCSE	IBS0	Level 1 and Level 2 in Business
WJEC	GCSE	C690QS	Performing Arts - Drama
WJEC	GCSE	C660QS	Music
WJEC	GCSE	C670QS	Film Studies

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Qualifications Offered – KS5

AWARDING BODY	LEVEL	CODE	SUBJECT
AQA	GCE A	7112	English Literature Specification A
AQA	GCE A	7702	English Language
WJEC	GCE A	A670U10	Film Studies
Pearson	GCE AS	8MA0	AS level Mathematics
Pearson	GCE A	9MA0	A-level Mathematics
Pearson	GCE A	9FM0	Level 3 Advanced Mathematics
OCR	GCE A	H420	A-Level Biology
OCR	GCE A	H432	A-Level Chemistry
OCR	GCE A	H556	A-Level Physics
OCR	GCE A	H505	A-Level History
AQA	GCE A	7182	Psychology
AQA	GCE A	7192	Sociology
WJEC	AS/ A-LEVEL	603/1174	Design and Technology (Product Design)
OCR	CAM Tech	601/7060	AS Level Health and Social Care
Pearson	GCE A	9S0	A-Level Business
AQA	GCE A	7037	A-Level Geography
WJEC	GCE A	A650QS	A-Level Art and Design
WJEC	GCE A	A656QA	A-Level Art and Design (Photography)
Pearson	BTEC	31617H	Applied Science



WJEC	Applied General	4543QD	Level 3 in Criminology
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APPENDIX 2 INTERNAL APPEALS PROCEDURE

Procedure for appeals against internally assessed marks including

GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments

- 1 Woodrush High School is committed to ensuring that its staff mark candidates' work fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. All work produced by candidates is authenticated in line with the requirements of the awarding body.
- 2 Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.
- 3 If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure detailed below. However, an appeal may only be made against the marking/assessment process not against the mark submitted to the awarding body.
- 4 The School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the center's marking before marks are submitted to the awarding body.
- 5 The School will inform candidates that they may request copies of materials to assist them in considering whether to request a review the centre's marking of the assessment. A review of marking will incur a cost of £20 payable by the student. Requests must be made in writing to the Examinations Officer, within 2 working days of students receiving their marks. Requests will not be accepted after this deadline. Any questions regarding this should be directed to the Examinations Officer.
- 6 The School will, having received a request for copies of materials, make them available to the candidate within 2 working days.
- 7 Requests for reviews of marking must be made in writing to the Examinations Officer, accompanied by a cheque for £20 made payable to The School within 3 working days of receiving copies of the requested materials.
- 8 The School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
- 9 The School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- 10 The School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
- 11 The Candidate will be informed in writing of the outcome of the review of the centre's marking
- 12 The outcome of the review of the centre's marking will be made known to the Head of Centre. A written record of the review will be kept and made available to the awarding body upon request.



- 13 After candidates' work has been internally assessed it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of The School and is not covered by this procedure.



APPENDIX 3 POST-RESULTS SERVICES

Review of Results (RoRs)

A student may query a mark/grade awarded by an Awarding Body

- S/he should contact the subject teacher as soon as possible (but at least **5 working days before the published deadline for RoRs**), preferably in person, to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- The subject teacher will review the student's marks/grades and discuss with the Head of Department to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.
 - **If the Department agrees to support the RoR** the cost of the enquiry may under some circumstances be met by the departmental budget. If the final grade goes up as a consequence of the RoR, the fee will be refunded.
 - **If the Department does not support the RoR** the student may still proceed with the RoR but all costs involved must be paid by the student before the RoR is made. If the final grade goes up as a consequence of the RoR, the fee will be refunded.

In either case

- the student should be aware that RoRs can result in marks/grades being raised, confirmed or lowered
- the student must sign a consent form to confirm that they understand the consequence of any ROR
- the student's consent form should be returned to the Examinations Officer **before the published deadline for RoRs**.

The centre may feel that a mark/grade awarded by an Awarding Body should be queried

- The centre will contact the student's parent/guardian. The situation will be explained and a contribution towards the cost may be requested. If the final grade goes up as a consequence of the ROR any contribution will be refunded.
 - the student should be aware that RORs can result in marks/grades being raised, confirmed or lowered
 - the student must sign a consent form to confirm that they understand the consequence of an RoR.
 - the student's consent form should be returned to the Examinations Officer **before the published deadline for RoRs**.

Outcomes following RoRs will be forwarded by the Examinations Officer to the student as soon as practicable after they have been received from the Awarding Bodies.



Post-Results Services available

No.	JCQ post-results service (PRS)	Service information
R1	RoR Service 1: Clerical re-check	<i>This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:</i> <ul style="list-style-type: none"> • that all parts of the script have been marked; • the totalling of marks; • the recording of marks;
R1a	RoR Service 1 with a copy of re-checked script requested	
R2	RoR Service 2: Mark review	<i>This is a post-result review of the original marking to ensure that the agreed mark scheme has been applied correctly. Reviewers will not re-mark the script. They will only act to correct any errors identified</i> <i>This service will include:</i> <ul style="list-style-type: none"> • the clerical re-checks detailed in Service 1 • a review of marking as described above
R2a	RoR Service 2 with a copy of reviewed script requested	
R2P	RoR Priority Service 2: Mark review	<i>This is the same as Service 2 above but the review is conducted as a priority. The service is only available for GCE A level students' qualifications – university students.</i>
R2Pa	RoR Priority Service 2 with a copy of reviewed script requested	
R3	Review of moderation (this service is not available to individual candidates)	<i>This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re moderation of candidates work</i>
A1	ATS: Copy of Script to support review of marking	<i>This is a priority service that ensures copy scripts are returned to the centre in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for</i>

Key Dates and Deadlines

Key Date*	Enquiries about Results (EAR)
15 August	<ul style="list-style-type: none"> • Issue of GCE results • RoR services available
22 August	<ul style="list-style-type: none"> • Issue of GCSE results • RoR services available
24 August*	<ul style="list-style-type: none"> • Deadline for Awarding Bodies to receive applications for Priority Service 2 enquiries about results (GCE only)
28 September*	<ul style="list-style-type: none"> • Deadline for Awarding Bodies to receive RoRs

*2023 dates as a guide – 2024 dates to be issued closer to the time.



Indicative fees for Post Results Services - figures shown were for summer 2023. Up to date costs and dates will be given close to results day 2024. All costs are per paper not per subject.

GCE

Post-results service	AQA	OCR	Pearson Edexcel	WJEC
R1	£10.70	£12.00	£14.50	£14.00
R1a	£10.70	£24.75	£26.30	£22.00
R2	£46.75	£57.50	£54.30	£64.70
R2a	£46.75	£72.25	£62.50	£57.00
R2P	£55.60	£70.75	£61.70	£55.00
R2Pa	£55.60	£85.50	£75.40	£66.00
3	£256.90	£251.00	TBC	£32 per candidate
A1	£3	£3	£3	£3

GCSE

Post-results service	AQA	OCR	Pearson Edexcel	WJEC
R1	£8.70	£10.00	£12.50	£11.00
R1a	£8.70	£24.75	£26.30	£22.00
2	£40.35	£57.50	£44.50	£40.00
2a	£45.50	£68.25	£58.30	£51.00
R3	£230.50	£250.00	TBC	£32 per candidate
A1	£3	£3	£3	£3

The appropriate fee must be included with the request form before any applications can be made.

The Awarding Body will not charge if the outcome of the review is a change of grade. In this case the fee will be returned.



APPENDIX 4 J C Q NOTICES –

Some are shown below but Students must follow and familiarise themselves with all JCQ notices – information for candidates. These can be found by using the following link.

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>

Students will be informed about the regulations surrounding the use of AI in assemblies and in the

examination handbook. This policy will adhere to and references the JCQ document "AI Use in Assessments:

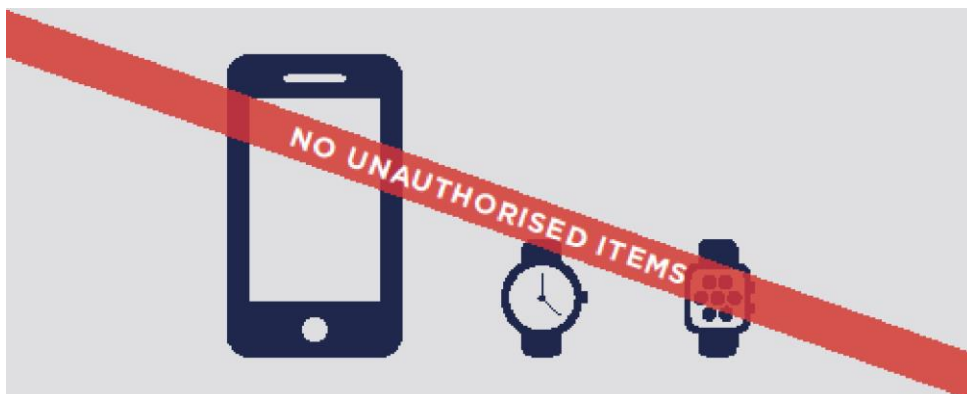
Protecting the Integrity of Qualifications"

<https://www.jcq.org.uk/wp-content/uploads/2023/04/JCQ-AI-Use-in-Assessments-Protecting-the-Integrity-ofQualifications.pdf>



NO MOBILE PHONES NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room



Appendix A - Information for candidates for written examinations – effective from 1 September 2023

This document has been written to help you. Read it carefully and follow the instructions.

A. JCQ Regulations – Make sure you understand the rules

1	Be on time for all your exams. If you are late, your work might not be accepted.
2	Do not become involved in any unfair or dishonest practice during the exam.
3	If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
4	You must not take into the exam room: (a) notes; (b) an iPod, a mobile phone, a MP3/4 player or similar device, or a watch. Any pencil cases taken into the exam room must be see-through. Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.
5	If you have a watch, the invigilator will ask you to hand it to them.
6	Do not use correcting pens, fluid or tape, erasable pens, highlighters, or gel pens in your answers.
7	Do not talk to or try to communicate with or disturb other candidates once the exam has started.
8	You must not write inappropriate, obscene, or offensive material.
9	If you leave the exam room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
10	Do not borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

1	Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.
2	If you arrive late for an exam, report to the invigilator running the exam.
3	If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.
4	Only take into the exam room the pens, pencils, erasers, and any other equipment which you need for the exam.
5	You must write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

1	You may use a calculator unless you are told otherwise.
2	If you use a calculator: (a) make sure it works properly; check that the batteries are working properly. (b) clear anything stored in it. (c) remove any parts such as cases, lids, or covers which have printed instructions or formulae. (d) do not bring into the exam room any operating instructions or prepared programs.
3	Do not use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

1	Always listen to the invigilator. Always follow their instructions.
2	Tell the invigilator at once if: (a) you think you have not been given the right question paper or all of the materials listed on the front of the paper; (b) the question paper is incomplete or badly printed.
3	Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
4	Do not start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam.
5	Remember to write your answers within the designated sections of the answer booklet.
6	Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers. Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

1	If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.
2	Put up your hand during the exam if: (a) you have a problem and are in doubt about what you should do. (b) you do not feel well. (c) you need more paper.
3	You must not ask for, and will not be given, any explanation of the questions.



F. At the end of the exam

1	If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order. Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use.
2	Do not leave the exam room until told to do so by the invigilator.
3	Do not take from the exam room any stationery. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.